



## Job Announcement

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**Opening Date:** July 23, 2015  
**Job Title:** District Court Clerk I/II-Cashier  
**PIN:** 074721  
**Location:** District 9, Harford County  
Bel Air, Maryland

**Closing Date:** August 6, 2015  
**Position Type:** Regular Full-time  
**FLSA Status:** Non-Exempt  
**Grade/Salary:** J05 \$28,973 - \$34,289  
J06 \$30,761 - \$36,447  
**Financial Disclosure:** No

**Essential Functions:** The District Court Clerk/Cashier assists the public and other agencies in all areas of the District Court of Maryland for Harford County. This position provides information to all inquiries and produces an efficient and effective work product; Operates the cash register, processes payments received from customers in all case types, trial payments, and counter payments; Opens, time/date stamps and distribute mail and counter filings; Balances drawer each day and makes a daily deposit. This position is responsible for approximately \$10,000 daily. This position also assists with clerk functions in the Civil Department and performs other duties as assigned.

**Education:** High School Diploma or GED.

**Experience:** Level I - Two years of general clerical work experience.  
Level II - experience above, plus one year of Court experience.

**Note:** Applicants may substitute education at an accredited college or university for the required experience at the rate of 30 semester credit hours for each year of experience.

**Skills/Abilities:** Knowledge of basic cashier/accounting functions; Knowledge of office practices, procedures, systems and equipment required to support the work unit; Knowledge of basic office equipment and its operation; Ability to perform accurate simple math compilations; Ability to comply with audit standards and other established procedures; Ability to Multi-task and prioritize work load; Ability to account for large sums of cash and checks with accuracy; Ability to operate computerized cash register, and register equipment; Ability to work well in a team setting; Ability to work under pressure and remain calm and accurate; Ability to interact with the public and co-workers in a pleasant, courteous, respectful manner; Ability to communicate clearly and effectively with superiors, staff and the public; Ability to demonstrate good attention to detail; Ability to perform all of the essential functions for this position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted). Materials must be received at the address below. The candidate selected for this position will be subject to a background check. The Human Resources Department will not be responsible for applications/resumes sent to any other address. Faxed copies will not be accepted.**

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov) (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. Applicants must be United States citizens or eligible to work in the United States.